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7 May 1984

MEMORANDUM FOR: "E" Career Service Board

FROM:

Chairman, "E" Career Service

SUBJECT: In Search of Excellence

1. The DCI, in his 16 March speech, announced several changes in administrative procedures. The "E" Career Service will implement immediately those procedures noted below and the others as soon as the DDA offices issue a uniform set of guidelines.

a. Separate memoranda for promotion are no longer required. Each Office Head will, however, provide DCI Personnel a list of those considered at each grade level, and a prioritized list of employees recommended for promotion. Employees on rotational assignment may be recommended for promotion to their parent career services. Ultimate consideration for promotion will be determined by the those career services.

b. Approval for the assignment of GS-15, or SIS-1 and SIS-2 officers to SIS-1 and SIS-2 positions will no longer require a formal memorandum but should be discussed with me in advance. The certification on the personnel action of my approval is all that will be required. Proposed assignments of SIS-3 and SIS-4 officers will continue to be addressed in a memorandum to the DCI for approvals in accordance with SIS Notice #22.

c. The authority to approve Honor and Merit awards, up to and including the Career Intelligence Medal, incentive awards up to \$1000, and QSI's has been delegated to the Head of each Career Service. I have decided to delegate to Office Heads the authority to approve Special Achievement and Exceptional Accomplishment awards up to \$500, while retaining approval of awards from \$501 to \$1,000. All requests for these awards should be sent to me through the AO/DCI.

d. Control of FTE is now the responsibility of each Office Head and will be monitored by the DCI Admin Office to ensure that your Office and the DCI Area are within ceiling for the fiscal year.

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e. An "E" Career Service/DCI Area Trends and Highlights Seminar will be initiated. Please plan to participate in a one day program in the fall in the Headquarters Auditorium that will be open to all Agency employees. I will send you details on the DDA Seminar for background, but you should begin now to develop an informative presentation detailing the office functions, highlights, accomplishments, and gathering information on topics which will provide employees a comprehensive view of the DCI Area. I also would like to attend, at least semi-annually, your office staff meetings to participate in "management by walking around."

f. The eight hour donation rule for directed overtime has been eliminated. Managers are expected to continue to control the use of overtime.

g. The time-in-grade guidelines for promotion are, and have been, simply guidelines. They will remain the same and should not prevent an office or supervisor from recognizing an employee's superior performance through accelerated promotion.

h. The AWP is optional and is left to the discretion and needs of supervisors and employees.

i. Qualification by Agency standards in shorthand is no longer a prerequisite for promotion. However, qualification in shorthand may be a prerequisite for selection to fill higher graded secretarial positions.

2. Please ensure that the points in this memorandum receive wide distribution within your offices and among members of the "E" Career Service.

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cc: Incentive Award Criteria

*End in as per AO/DCI to send  
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